

The Basic Insurance Policy Checklist

1. 806 KAR 14:005
 - A. ☐ Has the filing fee been paid? (Check for retaliatory amount.)
 - B. ☐ Has a completed and signed “face sheet and verification form” been filed?
 - C. ☐ If form amends, supplements, or replaces a previously filed form, has a letter explaining the changes been submitted?
2. ☐ Have transmittal forms HIPMC-F2 and HIPMC-R4 been signed and completed for certifications?
3. ☐ Have all riders, endorsements, and papers which are part of contract been submitted for approval? KRS 304.14-020
4. ☐ 806 KAR 14:121 & KRS 304.14-440 Minimum Flesch Score – 40
5. ☐ KRS 304.14-430 Policy Cover Sheet

Insurance policies in general should contain the provisions in No. 6. (Does not apply to (a) surety (b) title, or (c) group insurance policies, but group policies will normally include all.)

6. ☐ KRS 304.14-150 requires that every policy specify:
 - ☐ name of the parties to the contract.
 - ☐ subject of insurance.
 - ☐ risk insured against.
 - ☐ effective date and duration of the policy.
 - ☐ Premium (KRS 304.14-150 (1)(e)).

A statement of the basis and rates upon which the premium is to be determined shall be included if the premium is not determined except at stated intervals or on termination of the contract.

- ☐ condition of insurance
 - ☐ benefits payable
7. ☐ The charter, bylaws or other constituent documents of the insurer are not incorporated by reference. KRS 304.14-170. (Does not apply to Fraternal Benefit Society filings.)